

Commonwealth of Pennsylvania 	Volume III Chapter 3 Procedure 03.01.03	Date Revised: 11/06/2020
Pennsylvania Parole Board		Date of Issue: 12/01/2020
Chapter Title RECORDS AND CASE MANAGEMENT		Effective Date: 12/01/2020
Subject CORRESPONDENCE	PUBLIC	

I. AUTHORITY

This procedure is issued by the Chairperson, pursuant to 61 Pa.C.S. § 6112.

II. PURPOSE

This procedure sets forth the manner in how correspondence received by the Parole Board are processed.

III. APPLICABILITY

This procedure is applicable to Parole Board staff.

IV. DEFINITIONS

None

V. POLICY

The Board Secretary office processes all incoming correspondence in accordance with internal business processes.

VI. PROCEDURE

- A. The Office of Board Secretary (OBS) receives correspondence via email and postal mail.
- B. Postal mail is date stamped and distributed.
- C. Assigned OBS staff refer to the Parole Board’s Topics and Distribution table to identify appropriate recipients or actions.
- D. Case Management Division in OBS monitors the PM, Inmate Inquiry resource account and processes all inmate inquiry correspondence. Responsibilities for responses:
 - 1. Assigned staff responds to parole-related inquiries from inmates, parole applications, letters of parole support, requests for reconsideration, challenges of parole refusal, and Court/Agency Requests for Information that are not Right-To-Know requests or subpoenas.
 - 2. Assigned staff may be required to conduct analysis of case history, Board Actions, time computations policy and procedures to provide comprehensive responses to inquiries.

3. The Case Management Parole Manager coordinates with appropriate work units if responses require modification of Board Actions, maximum dates, review dates, etc.
4. Parole applications shall be processed as set forth in 61 Pa.C.S. 6139

VII. SUSPENSION DURING AN EMERGENCY

This procedure may be suspended during emergencies at the discretion of the Chairperson.

VIII. RIGHTS UNDER THIS PROCEDURE

This procedure creates no rights in any official or employee of the Parole Board.

IX. RELEASE OF INFORMATION AND DISTRIBUTION OF PROCEDURE

This procedure is public and may be released to anyone upon request.

X. CROSS REFERENCES

A. Statutes

61 Pa.C.S. 6139

B. Parole Board Policies

None